

Name: _____

Date: _____

TASK SHEET

Task: _____

Audience: _____

Final product:
(eg, Persuasive Essay)

Assignment Checkpoints: (eg, Notes, First Draft, etc)

Date

_____	_____
_____	_____
_____	_____
_____	_____

Final presentation requirements:

Research Organiser
Palm cards

Draft copy
Working disk

Other

Task Criteria:

*	
*	
*	
*	
*	
*	
*	
*	
*	
*	

Defining: Analyses and clarifies requirements of task

Name:

Date:

Analysing the task

What exactly am I asked to do?

Key words/phrases relating to Content in the task...

1.

2.

3.

4.

5.

Key words/phrases relating to Processes in the task ...

1.

2.

3.

4.

5.

Task requirements...

*

*

*

*

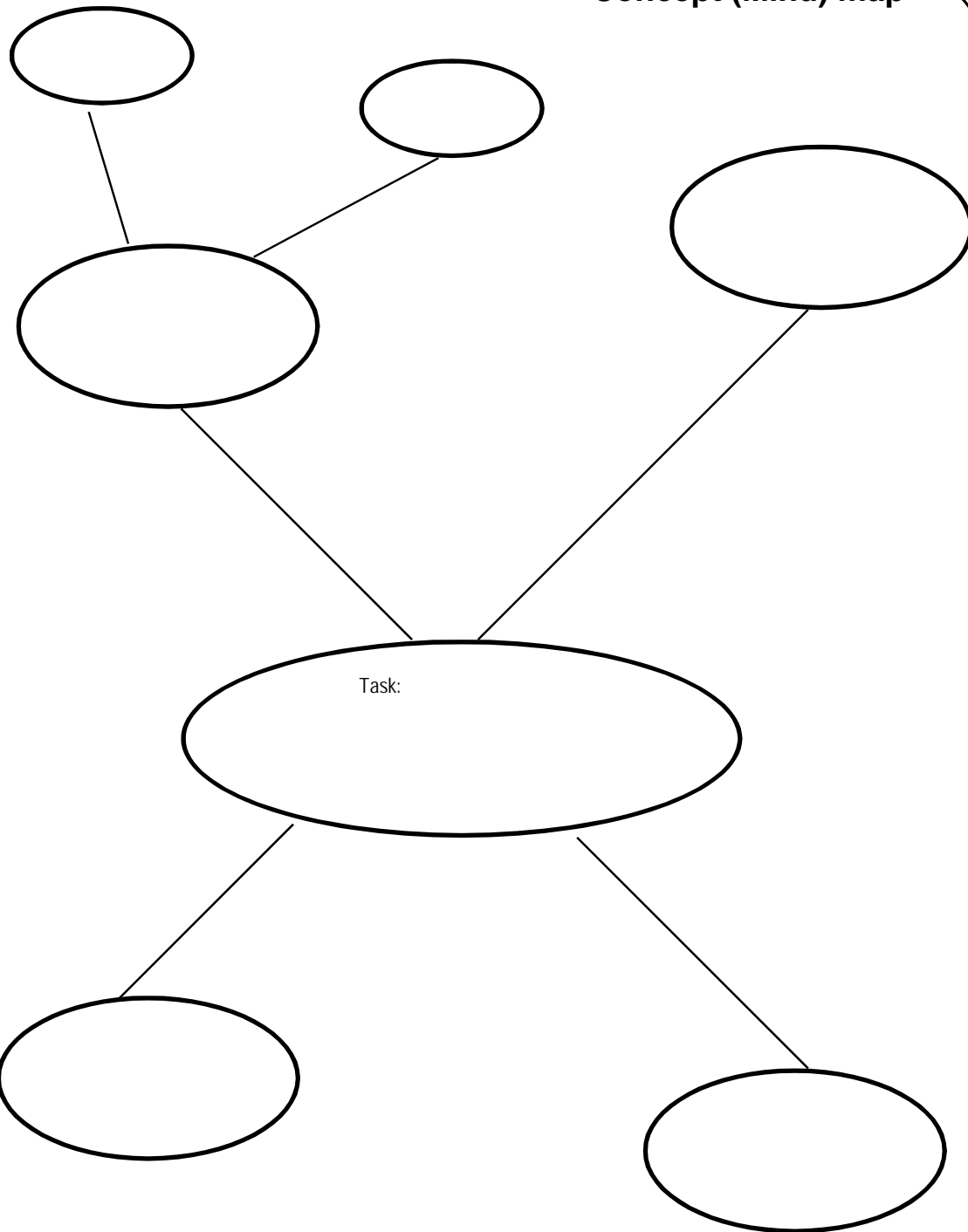
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Defining: Analyses and clarifies requirements of task

Name:

Date:

Concept (Mind) map



Note: Add Headings and Subheadings/Aspects as needed
Add links as needed

Defining: Draws on prior knowledge to brainstorm and cluster ideas

Name:

Date:

<div>Graphic Outline</div>	
Task/Problem: _____	
Heading: _____	
Subheading	a] _____
	b] _____
	c] _____
Heading 2. _____	
Subheading	a] _____
	b] _____
	c] _____
Heading 3. _____	
Subheading	a] _____
	b] _____
	c] _____
Heading 4. _____	
Subheading	a] _____
	b] _____
	c] _____

Defining: Draws on prior knowledge to brainstorm and cluster ideas

Name:

Date:

[illegible]

~~Possible sources of information....~~

Primary sources

Interview/Survey Site

Document
Artefact

Secondary sources

Book
Video
Audio tape

Encyclopaedia
Internet

CD ROM
Journal/Newspaper

Other

Defining: Develops focus questions using modelled techniques/Makes predictions about likely sources of information

Date:

Responsibility

Qualifications:

Organisation/Association:

Date of Publication/Update:

Country of origin:

Site: Commercial

Education

Organisation

1

Government

Reliability

Bias? (Stereotypes, generalisations, exaggeration): eg,

Verifiable?: eg,

Two other sources supporting similar ideas?: eg,

Current?: eg,

Contact information (e-mail)?: eg,

Relevance

Can you understand the text?

Yes/No

Does the information help to answer your original task?

Yes/No

Is the page lay-out easy to read?

Yes/No

Is the site easily accessible from the front page?

Yes/No

Does the site have links that are easy to follow?

Yes/No

Do the links take you to relevant information?

Yes/No

Useless

Valu-

able

Value of this site to my current task?

Selecting/Analysing: Analyses appropriate information from a variety of sources

Name: _____

Date: _____

Detecting Bias

Resource review to detect bias.

Most authors represent a viewpoint when writing.
It is important to be aware of the point of view when taking notes from different sources.
Point of view may be subtle or obvious.
Obvious point of view becomes bias.

REVIEW

Author: _____

Title: _____

Date of Publication: _____

Qualifications (if any) of author: _____

Membership of organisation: _____

Example of vocabulary expressing bias: _____

Example of ideas expressing bias: _____

Facts supported by other writers:

1] _____

2] _____

Overall is this writing biased? (Using the information gained in the previous two points, discuss whether the bias outweighs the supported facts).

What point of view is the author trying to convey?

Selecting/Analysing... Identifies strategies used to slant information in subtle ways.

Name: _____

Date: _____

Taking notes from a Speaker

Name of Speaker: _____

Title of talk: _____

a]

i]

ii]

iii]

iv]

v]

b]

i]

ii]

iii]

iv]

v]

c]

i]

ii]

iii]

iv]

v]

d]

i]

ii]

iii]

iv]

v]

Selecting/Analysing: Uses a variety of Primary and Secondary sources

Name: _____

Date: _____

Taking notes from a Speaker

Name of Speaker: _____

Title of talk: _____

Theme:



Selecting/Analysing: Uses a variety of Primary and Secondary sources

Name: _____

Date: _____

Brief Research Notes

Heading: _____

Focus Question: _____

Notes - Information
(In point form - new line for each new idea)

Reference: _____

Reference: _____

Reference: _____

Organising/Synthesising... Records information using appropriate note making strategy

Name:

Date:

Research Notes

Heading: _____

Focus Question: _____

Notes - Information

(In point form - new line for each new idea.
References should be recorded after using each resource.)

Reference:

Name:

Date:

Research Notes in Tabular Form

Features			Consequences: (if applicable)

Map/Diagram/Sketch

Organising/Synthesising... Records information using appropriate note making strategy

Name:

Date:

Cause and Effect	
Cause	Effect
Conclusions:	

Organising/Synthesising... Synthesises information to predict consequences and to construct generalisations

Name:

Date:

Sequencing

Task: Explain how...



Organising/Synthesising... Proposes a solution to a set problem which organises ideas and information logically

Name:

Date:

Sequencing

Task: Explain how

1]

2]

3]

4]

5]

6]

7]

8]

Organising/Synthesising... Proposes a solution to a set problem which organises ideas and information logically

Name:

Date:

Compare and contrast

Venn Diagram

Same

Different

Same

Note taking Grid

Features	x:	y:	Consequences (if applicable)

Organising/Synthesising... Combines selected information connecting similar ideas

Name:

Date:

Draft References

(Replace italics with underlining for hand-written lists)

Primary sources...

Person/artefact/site - **Quote:** (Brown, 1999)
 References: Brown, N. (1999), (Pers.Comm.), Gympie Rd, Brisbane

Person/artefact/site :

Secondary sources....

Book - **Single author:** Brown, S. 1998, *Wetlands*. Wayland, London.
 Multiple authors: Higgins, G., Cronin, Leonard & McDonald, Joanne. 1986, *Presenting Australia's National Parks*, Child & Henry, Brookvale.
 No author: *Birds of Australia* (1997), Conservation Society, Brisbane.

Book:

Encyclopaedia - Author: Horton, Dr David (1994), 'Carved trees', *The Encyclopaedia of Aboriginal Australia*, Aboriginal Studies Press, Canberra
 No author: 'Inventions' 1996, *The World Book Encyclopedia*, vol. 1, no. 10, World Book, London, pp. 310-320.

Encyclopaedia:

Magazine/Newspaper article - **Author:** Henderson, Graeme. 1998, 'The Wreck of the Sirius', *Australian Geographic*, No 29.
 No author: 'The Reef in Brief' 1995, *Wildlife Australia*. Autumn, pp. 18-19.

Magazine/Newspaper article:

Selecting/Analysing.. Records bibliographic sources of information using author, title, publisher, date, http, download

Name:

Date:

Draft References

Secondary sources...

CD ROM: *Guinness Disc of Records*, (1996), (CD ROM), Britannica Software, London

CD ROM:

Internet: Martin, Suzanne. 'Feminism today'. 16 August 1999. (Online).
< www.fem.org.au/feminismtoday.html> (11 November, 1999)

Internet:

Video : *The Great Barrier Reef*, (1998), (Vid. Cass.) Australian Videos, Adelaide.

Video:

Sample References (in Alphabetical Order)

Birds of Australia (1997), Conservation Society, Brisbane.

Brown, N. (1999), (Pers.Comm.), Gympie Rd, Brisbane

Brown, S. 1998, *Wetlands*. Wayland, London.

The Great Barrier Reef, (1998), (Vid. Cass.) Australian Videos, Adelaide.

Guinness Disc of Records, (1996), (CD ROM), Britannica Software, London

Henderson, Graeme. 1998, 'The Wreck of the Sirius', *Australian Geographic*, No 29.

Higgins, G., Cronin, Leonard & McDonald, Joanne. 1986, *Presenting Australia's National Parks*, Child & Henry, Brookvale.

Horton, Dr David (1994), 'Carved trees', *The Encyclopaedia of Aboriginal Australia*, Aboriginal Studies Press, Canberra

'Inventions' 1996, *The World Book Encyclopedia*, vol. 1, no. 10, World Book, London, pp. 310-320.

Martin, Suzanne. 'Feminism today'. 16 August 1999. (Online).
< www.fem.org.au/feminismtoday.html> (11 November, 1999)

'The Reef in Brief' 1995, *Wildlife Australia*. Autumn, pp. 18-19.

Selecting/Analysing: Records bibliographic sources of information using author, title, publisher, date, http, download

Name:

Date:

References - Harvard

Notes: (Include Direct and Indirect References) eg,
Direct quote: Dr Milton said, "". (Milton, 1997, p24).
Indirect quote: James Kellaway (1997, p25) believes that

Example- Direct quote: (Milton, 1997, p24)
Indirect quote: Kellaway (1998, p25)

References

Example 1: Kellaway, James (1998) *Geographical Perspectives*, Sun, London.
Example 2: Milton, John (1997), *Landforms*, Macmillan, Sydney.

Organising/Synthesising... Records bibliographic sources of information

Name:

Date:

Drawing conclusions

Steps in synthesising the task....

Task: _____

Heading 1: _____

Heading 2: _____

Heading 3: _____

Heading 4: _____

Heading 5: _____

Heading 6: _____

Creating/Presenting... Presents a solution to a problem which makes simple generalisations and draws simple conclusions

Name:

Date:

Making connections

Steps in synthesising the task ...

Create your own solutions

tion ...

Link your information...

Plan your course of ac-

Creating/Presenting... Presents a solution to a problem which makes simple generalisations and draws simple conclusions

Date:

Task: _____

Class/Group: _____ **Date:** _____

[illegible]

ilpets. Book 4

Name:

Date:

Self-assessment

Defining

Overall I have:

cient

Basic

Profi-

- analysed and clarified the task requirements
- constructed appropriate headings and subheadings
- followed a time-management strategy to meet given dead-lines

• Locating

Overall I have:

- located resources appropriate to my problem/task
- from a variety of sources

Selecting/Analysing

Overall I have:

- recorded Bibliographic sources of information correctly
- recorded Reference list of sources sources correctly
- selected and analysed resources appropriate to my problem/task
- observed copyright conventions

Organising/Synthesising

Overall I have:

- made effective use of a search strategy, eg Research Organiser
- constructed useful notes
- used adequate and relevant information
- used the appropriate text type structure effectively
- used appropriate vocabulary
- used correct spelling and grammar
- synthesised the new information
- observed ethical guidelines while completing this task

Creating/Presenting:

Overall I have:

- created a presentation that is logical and well organised
- completed the task requirements
- created a presentation containing original ideas
- created a presentation appropriate to my audience

Evaluating

- created a presentation appropriate to my audience

Evaluating... Evaluates understanding and implementation of set task criteria